

10 FAM 200

BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS

(TL:PEC-04; 05-03-2001)

10 FAM 210 PROFESSIONAL EXCHANGES

10 FAM 211 CITIZEN EXCHANGE PROGRAMS GENERAL

10 FAM 211.1 Policy and Authority

(TL:PEC-03; 03-22-2001)

a. The Office of Citizen Exchanges (ECA/PE/C) promotes the long-term foreign policy objectives of the United States and encourages mutual understanding between the people of the United States and the people of foreign countries. It accomplishes this by awarding institutional grants and cooperative agreements to U.S. not-for-profit institutions.

b. Through its grants for professional, cultural and youth exchanges, ECA/PE/C supports exchange and training programs that encourage institutional and personal links between U.S. and foreign audiences. U.S. not-for-profit organizations work with their partners abroad to design and implement programs to support mutual understanding and the Department's strategic goals. Programs funded by institutional grants should operate at two levels:

(1) They should enhance institutional relationships; and

(2) They should offer practical information to individuals to assist them and their professional responsibilities. Their activities may take place in the U.S. and/or in the target foreign country(ies).

10 FAM 211.2 Responsibility

(TL:PEC-03; 03-22-2001)

a. The Office of Citizen Exchanges (ECA/PE/C) is responsible for developing and funding exchange and training programs to support, complement and enhance the long-term international goals and objectives of the United States.

b. ECA/PE/C may provide support to U.S. not-for-profit organizations and institutions that satisfy this purpose, with special emphasis on international educational and cultural exchanges and training.

10 FAM 211.3 Definitions

(TL:PEC-03; 03-22-2001)

a. **The Department**—when used in connection with ECA/PE/C projects, refers solely to the U.S. Department of State.

b. **The Bureau**—when used herein, refers to the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State.

c. **ECA/PE/C Program Officer**—the Department officer responsible for all programmatic aspects of a specific grant.

d. **Grantee**—the U.S. not-for-profit organization awarded federal funds for the program activity.

10 FAM 211.4 Authority

(TL:PEC-01; 10-01-1999)

See 1 FAM 341.3.

10 FAM 211.5 Guidelines

(TL:PEC-03; 03-22-2001)

a. The Office of Citizen Exchanges (ECA/PE/C) collaborates with U.S. not-for-profit organizations in the conduct of international exchanges and training programs. The purpose is to introduce U.S. and foreign leaders and potential leaders to each other's social, economic, political and cultural structures, and to address their mutual professional interests. Exchanges and training programs may take place in the United States or abroad and are designed to have a lasting impact on the participants.

b. ECA/PE/C seeks strong proposals from U.S. universities, non-governmental organizations, professional associations, and major cultural Institutions in the United States. Projects should have a professional and cultural focus and should not be technical or academic in nature. Vocational training (an occupation other than one requiring a baccalaureate or higher academic degree; i.e., clerical work, auto maintenance, etc., and other occupations requiring less than two years of higher education) and technical training (special and practical knowledge of

a mechanical or scientific subject which enhances mechanical, narrowly scientific, or semi-skilled capabilities) are ineligible for support. In addition, scholarship programs are ineligible for support. Grants will not be given for projects that advocate the policy views or positions of foreign governments, or the views of a particular political faction.

c. Programs may have multiple phases, including seminars, workshops, internships, job-shadowing, individual and group study tours, visits, conferences (see 10 FAM 530 for additional guidance on conferences), internet-based training, sub-grants, and materials development. These activities may take place in the United States and/or abroad. Program activities are completed based on a timetable established by the grantee and the program officer at the outset of the grant.

d. Grantee organizations are required to consult frequently with the Program Officer and an appropriate U.S. embassy representative on the following:

(1) Recruitment and selection of foreign participants;

(2) Responsibilities of foreign partners; and

(3) Pre-departure, arrival and host community orientations; itineraries, training schedules and agendas, materials to be translated, use of subcontractors, and the involvement of local communities and volunteers.

e. Foreign participants are not required to speak English to take part in professional-level programs. Interpretation, if needed, is provided by the Department of State's Language Services Division or by locally based interpreters hired by the grantee organizations. Grantee organizations' foreign partners are responsible for arranging interpretation abroad.

10 FAM 211.6 Structure and Organization

(TL:PEC-03; 03-22-2001)

a. The Office of Citizen Exchanges has five operating divisions and one specialized projects staff:

(1) Europe/Eurasia;

(2) American Republics/East Asia;

(3) Africa/Near East/South Asia;

(4) Cultural;

(5) Youth; and

(6) Special Projects.

b. Divisions award grants in the following categories:

(1) Open Competitions—The Office of Citizen Exchanges (ECA/PE/C) announces open competitions in the Federal Register to which all U.S. qualified not-for-profit institutions may apply. Themes are developed in consultation with U.S. embassies abroad and relevant Department bureaus.

(2) Traditional Public-Private Partnerships—ECA/PE/C supports long-term relationships with several institutions that have established a unique position among international exchange institutions. Each of these grantees conducts exchange activities that are carefully monitored and evaluated.

(3) Congressional Earmarks— ECA/PE/C provides grant awards for program activities mandated by legislation.

(4) Policy Initiatives—ECA/PE/C designs and funds specially targeted programs in response to Administration priorities. The Office may award grants as the result of competition or through an invitation to a uniquely qualified institution.

(5) Cultural—See 10 FAM 211.

(6) Youth—Sponsored programs target high school students, teachers and administrators, young professionals, and young political leaders. Projects include a wide range of models: an academic year experience attending school and living with a host family; school partnerships with a thematic focus involving groups of students and teachers for exchanges of three weeks duration to one year; academic training and internships; and study missions. The primary focus is the New Independent States of the former Soviet Union and Germany, but some projects are worldwide in scope.

c. See 10 FAM 230 Grants Management.

10 FAM 212 CULTURAL PROGRAMS

10 FAM 212.1 Introduction

(TL:PEC-03; 03-22-2001)

Cultural Programs of the U.S. Department of State are administered by the Cultural Programs Division of the Office of Citizen Exchanges (ECA/PE/C/CU). To support specific Mission Performance Plan (MPP) and Administration objectives, the Cultural Programs Division develops, coordinates and implements

- (1) Department-sponsored or -assisted arts presentations;
- (2) Participation in international arts festivals; arts activities pursuant to bilateral cultural agreements;
- (3) The Creative Arts Exchanges Program,
- (4) The American Artists Abroad Program;
- (5) Feature Film Services;
- (6) The American Cultural Specialist (ACULSPEC) program in the arts, literature, and other areas of American culture;
- (7) The Jazz Ambassadors Program; and
- (8) Special programs, projects and initiatives, including fund-raising and networking activities.

The Chief of the Cultural Programs Division reports directly to the Director of the Office of Citizen Exchanges.

10 FAM 212.2 Authority

(TL:PEC-03; 03-22-2001)

a. The Mutual Educational and Cultural Exchange Act of 1961 (Pub. L. 87-256), as amended, gives the Department authority to finance tours abroad by creative and performing artists and experts in the arts and culture from the United States.

b. Executive Order 11380 of November 8, 1967, amended by Executive Order 11034, states that proceeds generated by receipts from performances authorized by Pub. L. 87-256 section 102 (a) (2) (ii) can be credited to the Department's appropriation (E.O. 12048).

10 FAM 212.3 Responsibility

(TL:PEC-03; 03-22-2001)

ECA/PE/C has the following responsibility:

(1) To establish policy and procedures for and to plan programs outside the United States for U.S. performing artists, (American); Cultural Specialists, the Jazz Ambassadors, recipients of Creative Arts Exchanges, American Artist Abroad grants, Feature Film Services, and similar programs;

(2) To select U.S. performing artists, visual artists, U.S. Cultural Specialists, and film programs for programming under Department auspices;

(3) To develop and implement procedures to evaluate the artistic quality of such programs;

(4) To organize tours abroad under Department auspices by U.S. performing artists, and American Cultural Specialists, furnishing logistical and other support, as required;

(5) To facilitate and support exhibitions of foreign art in the United States when the Department is required to furnish such support under the terms of bilateral cultural agreements or to meet other objectives of the Administration or U.S. missions abroad; and

(6) To develop means of informing field posts and binational centers of U.S. performing arts and exhibitions available for international tours or one-country exposure.

10 FAM 212.4 Cultural Programs Staff

(TL:PEC-03; 03-22-2001)

The ECA/PE/C/CU staff annually prepares the following:

(1) A Cultural Agenda of arts programs to be supported by ECA/PE/C/CU, based on an analysis of requests for programming support in the arts and culture submitted by posts abroad in their annual program plan submissions; and

(2) A Program Planning Report responding to requests made by posts in their program plan submissions for U.S. Cultural Specialists, and outlining planned ECA/PE/C/CU support for such requests.

10 FAM 212.5 Posts Abroad

(TL:PEC-03; 03-22-2001)

Posts abroad have the following authority:

(1) To enter into contracts or other arrangements with sponsors who assist in presenting and furnishing support for U.S. performing artists, American Cultural Specialists, and exhibitions of U.S. art traveling under Department auspices;

(2) To recruit for programming within their countries, U.S. visual and performing artists, experts in the arts and culture and exhibitions of U.S. art on tour abroad, and to utilize sponsor contracts in connection with such programs; and

(3) To establish mutually beneficial relationships with Binational Centers (BNCs), which are private, non-profit, autonomous organizations dedicated to promoting mutual understanding between the United States and the country in which they operate. BNCs facilitate contacts and the work of the U.S. Mission, providing outreach in cities where there is no official U.S. representation; teach English; introduce and promote U.S. culture; maintain U.S.-oriented libraries; advise students about study in the United States and offer a cost-effective venue for cultural programming.

10 FAM 213 JAZZ AMBASSADORS PROGRAM

10 FAM 213.1 General

(TL:PEC-03; 03-22-2001)

ECA/PE/C/CU administers the Jazz Ambassadors program which selects highly talented U.S. jazz musicians through a nationwide live competition administered by the Kennedy Center. Those selected must be available to travel to posts abroad for performances, workshops, master classes and to serve as spokespersons for the United States in the areas of music, intellectual property right issues, arts management, multiculturalism, and U.S. society and values. The itineraries of Jazz Ambassadors are arranged on the basis of mission performance plan and individual requests.

10 FAM 213.2 Selection Procedures

(TL:PEC-03; 03-22-2001)

Jazz Ambassadors are chosen through auditions organized by the Kennedy Center. Auditions consist of 20 minutes of uninterrupted playing time. Jurors are chosen by the Kennedy Center. Auditioners are responsible for covering all their own expenses, including travel to and from the audition sites.

10 FAM 213.3 Finances

(TL:PEC-03; 03-22-2001)

For those individuals selected as Jazz Ambassadors, the program pays scheduled international travel and an honorarium. U.S. Missions hosting Jazz Ambassadors are responsible for per diem, in-country travel and any incidental expenses incurred in connection with hall rentals, advertising, etc.

10 FAM 214 FEATURE FILM SERVICES

10 FAM 214.1 General

(TL:PEC-03; 03-22-2001)

ECA/PE/C/CU's Feature Film Service provides 35mm feature films at no programming cost for prestigious Ambassadorial screenings, post-sponsored film festivals, international film festivals and other film events. It does so at post request and with private sector support from the Motion Picture Association of the United States, the Academy of Motion Picture Arts and Sciences, and others in the film-making community through the Feature Film Service ECA liaison.

10 FAM 214.2 Purpose

(TL:PEC-03; 03-22-2001)

The features films provided are recent or classic Hollywood commercial releases or films by independent U.S. film makers. They can be screened at theaters, auditoriums, or film archives for hundreds and sometimes thousands of people. The film programs help:

- (1) Posts promote intellectual property rights and fight piracy of film, video and other cultural properties;
- (2) Posts promote priority policy issues such as civic education, rule of law, free press, etc.;
- (3) U.S. film companies open new theatrical and television distribution markets abroad;
- (4) Independent film makers gain exposure abroad for their films; and
- (5) Counter a negative and unbalanced image of the U.S. that certain films and other media may project.

10 FAM 214.3 Film Requests

(TL:PEC-03; 03-22-2001)

Posts should telegram or e-mail film requests to ECA/PE/C/CU at least three months in advance. Since the Division negotiates with film companies to borrow prints at no cost, posts should provide a solid justification for their requests. Posts also must agree to the following measures to protect the prints from damage or piracy:

- (1) The prints will be secured at the embassy.
- (2) An Public Diplomacy Officer will accompany the films at all times;
- (3) The projection equipment will be high quality in good repair.
- (4) No admission will be charged; and
- (5) No video recorders will be permitted in the screenings.

10 FAM 215 CREATIVE ARTS GRANTS

10 FAM 215.1 General

(TL:PEC-03; 03-22-2001)

a. ECA/PE/C/CU supports programs that promote communication between the United States and other countries of the world. Creative Arts Exchanges projects communicate U.S. artistic and cultural values and achievements and highlight U.S. leadership to audiences in other countries. They also provide U.S. audiences exposure to and linkage with counterpart organizations and individuals in other countries.

b. Creative Arts Exchanges Grants accomplish their objectives through programs operating through and in support of public diplomacy officers posted at U.S. embassies, consulates and other offices.

10 FAM 215.2 Creative Arts Grants Program

(TL:PEC-03; 03-22-2001)

a. Creative Arts Exchanges Grants are awarded to U.S. non-profit organizations for projects that link their international exchange interests with counterpart institutions in other countries in support of the objectives of the Bureau of Educational and Cultural Affairs.

b. These grants are intended to stimulate and encourage increased private sector commitment, activity, and resources in the field of the arts and culture and to link the international exchange interests of U.S. private sector non-profit institutions with counterpart institutions and organized groups in other countries through posts around the world.

c. High priority is given to project proposals that establish or promote linkages between U.S. and foreign professional organizations and major cultural institutions.

d. Projects must include an international people-to-people component, have a professional and cultural focus, and demonstrate a substantial contribution to long-term communication and understanding between the United States and other countries.

e. Office of Citizen Exchanges Programs require co-funding by grantees in all projects.

f. ECA/PE/C/CU encourage project proposals from U.S. non-profit organizations in the areas of literature, visual arts, theater, music, dance, folk arts and/or crafts, museum exchanges and historical conservation. Proposed arts exchanges may operate either to or from the United States, preferably in both directions. Proposals leading to institutional linkages will receive priority consideration in the review process.

g. Arts projects co-sponsored through ECA/PE/C/CU should ideally enlist the participation of U.S. public diplomacy officers in U.S. embassies in the countries involved. In the case of proposals to bring creative arts professionals to the United States, embassy public diplomacy officers should nominate candidates for the proposed activities, while creative arts grantees in the United States will make the final selection of award-winning candidates. The Cultural Programs Division seeks professionalism, fairness, and a measure of balance in the distribution of awards among world areas.

10 FAM 215.3 Grant Program Restrictions

(TL:PEC-03; 03-22-2001)

a. With the exception of the American Artists Abroad Program, the Cultural Programs Division does not accept proposals for grants that would support performing arts tours; film festivals; independently operating international competitions; exhibits or academic arts programs (except where conducted as an integral part of a museum program).

b. The Creative Arts Exchanges Grants Program of the Office of Citizen Exchanges does not ordinarily support projects whose focus is purely technical, research projects, professional training, youth or youth related activities, or publications funding. Student and/or teacher/faculty exchanges or projects that are scholarly or academic in purpose should in most cases be directed to ECA's Office of Academic Exchange Programs. Youth; youth-related projects should be directed to ECA's Office of Citizen Exchanges NIS, Youth Exchanges Division (ECA/PE/C/PY).

10 FAM 216 FOREIGN INTERNATIONAL VISITOR PROGRAM GENERAL

10 FAM 216.1 Purpose

(TL:PEC-03; 03-22-2001)

This is a consolidated guide for the selection, briefing and programming of foreign international visitors, both grantees and voluntary visitors, who are programmed by ECA's Office of International Visitors (ECA/PE/V).

10 FAM 216.2 Authority

(TL:PEC-03; 03-22-2001)

International visitor programs are conducted under the authority of Pub. L. 87-256, the Mutual Educational and Cultural Exchange Act of 1961, as amended.

10 FAM 216.3 Objectives

(TL:PEC-03; 03-22-2001)

The International Visitor Program seeks to contribute to U.S. foreign policy goals by enabling key foreign nationals to gain and convey to their countrymen an in-depth understanding of the context in which U.S. decisions affecting other nations are made. As a result of their observations, experiences and discussions in the United States, participants in the program also:

- (1) Gain accurate, first hand perceptions of life in the United States;
- (2) Develop and strengthen professional and personal ties with people in the United States and U.S. institutions; and
- (3) Give people who they meet in the United States a better understanding of the societies, cultures and aspirations of their own countries.

10 FAM 216.4 Operating Basis

(TL:PEC-03; 03-22-2001)

The International Visitor Program is comprised of the following:

- (1) The Grant Program authorizes the following financial benefits in whole or in part: international and U.S. transportation, a return excess baggage allowance, an international travel allowance, per diem, an

educational and cultural allowance, and a tuition and related expenses allowance, if required; and

(2) The Voluntary Visitor Program offers professional programming assistance in the United States to international visitors whose travel to this country is generally funded by sources other than the U.S. Government. Financial benefits may include U.S. transportation, per diem, and an educational and cultural allowance.

10 FAM 216.5 Definition of Terms

(TL:PEC-03; 03-22-2001)

a. **International Visitor**—All foreign participants, grantee or voluntary, in short-term, non-academic programs administered by ECA's Office of International Visitors (ECA/PE/V), are International Visitors (IVS). Where participant or visitor is used in this text, it refers to both grantees and voluntary visitors.

b. **Types of Grantee/Voluntary Visitor Projects:**

(1) **Individual** Programs are arranged for individual participants to meet the objectives of nominating posts. The vocational interests of the visitor and suggestions from missions abroad, Washington, DC staff, and private non profit program agency officers are taken into consideration in the arrangement of programs.

(2) **Group** programs are usually pre-planned. There are three types of group projects:

(a) **Single country** is when the group is composed of participants from the same country;

(b) **Regional** is when the participants are from two or more countries in the same geographic region;

(c) **Multi-regional (MRP)** is when the participants represent at least two regions of the world. Participants in MRPs usually must be fluent in English. Group programs in all three categories are designed around a single professional, thematic, technical, or special interest topic.

c. **Reception Center**—A reception center is a Department office located at a major U.S. point of entry to provide reception and local programming services for international visitors. A Center is maintained in New York (ECA/PE/V/C/N).

d. **Program Agency**—A program agency is a private, non profit organization responsible, under a cooperative agreement with the Department, for planning and implementing International Visitor projects with guidance and direction from the Department.

e. **ECA/PE/V Program Officer**—The ECA/PE/V program officer is responsible for overseeing all aspects of the IV experience for funded and unfunded international visitors. In addition, the ECA/PE/V/F program officer is responsible for about 40% of all programs and directs the planning and day-to-day monitoring of particular projects as well as their financial administration.

f. **Program Agency Program Officer**—The program agency program officer is the officer at the program agency responsible for the planning and day-to-day monitoring of a particular IV's program as well as the financial administration of the grant. This arrangement pertains to 100% of ECA/PE/V/G projects and approximately 60% of the ECA/PE/V/F projects.

g. **Escort Interpreter**—A staff officer of the Department of State's Language Services Division (LS), or a qualified interpreter under contract, is assigned to escort and interpret for International Visitors requiring such services. Both LS's services and escort interpreter costs are paid by the Bureau.

h. **English Language Escort Officer (ELEO)**—An escort is an officer of the Department, another U.S. Government agency or a private citizen under contract, who is assigned to escort a(n) individual or group: An escort is assigned when:

- (1) An International Visitor's rank and/or position requires an escort;
- (2) The visitor lacks international experience or is from a culture substantially different from the United States;
- (3) When the visitor has reservations about his or her ability to travel alone and to carry out a full program; or
- (4) When the group's program and movements will be facilitated by an escort.

(i) **Local Sponsor**—A local sponsor is an individual or entity, in a U.S. community which accepts responsibility for arranging an International Visitor's program in that locality on a voluntary basis.

(j) **NCIV**—The National Council for International Visitors (NCIV) is a private, non profit organization whose 103 member organizations arrange professional programs and home hospitality for foreign visitors across the United States for the Department and AID. Member community groups raise funds locally to help meet their financial needs.

(k) **English Language Requirements**—Proficiency in English is highly desirable, but required only for participants in multi-regional and European regional projects. Participants in these programs must have, in the post's best judgment, at least an S 3/R 3 knowledge of English. A proficiency of at least S 3/R 3 is essential if a visitor is to travel in the United States without an escort interpreter. The ECA/PE/V/G or ECA/PE/V/F officers will request the services of an escort interpreter if visitors do not meet these levels. Occasionally, a visitor will need an escort interpreter only for the early days of the visit while the visitor is gaining confidence brushing up on his or her English.

10 FAM 216.6 Selection and Nomination

10 FAM 216.6-1 General

(TL:PEC-03; 03-22-2001)

International Visitors are nominated by missions abroad, with final selection contingent upon the concurrence of the Department's Office of International Visitors (ECA/PE/V). The Program is invitational; therefore, it is not publicized. The foreign government may be consulted during the nominating process, as necessary. If reasons exist to justify an exception to this policy, the Department must be consulted well in advance of making a commitment, implied or otherwise.

10 FAM 216.6-2 Announcements to Posts

(TL:PEC-03; 03-22-2001)

a. **IV Grant Allocations**—Prior to the beginning of the fiscal year, Missions will receive tentative IV Grant allocations from ECA/PE/V pending receipt of the Bureau's Congressional appropriation. Once the appropriation is received and distributed, final IV allocations will be made.

b. **Multi-regional and Regional Grantee Projects**—Prior to the beginning of the fiscal year, missions will receive announcements of multi-regional and regional grantee projects planned for the upcoming fiscal year. Project themes are based upon MPP submissions and current foreign policy priorities.

c. **Single Country Grantee Projects**—These projects present opportunities for small groups of visitors from one country to travel together and examine relatively specialized topics of interest. They are frequently conducted in local languages. The responsibility for initiating single country projects generally rests with missions.

10 FAM 216.6-3 Selection Committee

(TL:PEC-03; 03-22-2001)

The embassy's Selection Committee:

(1) Should be chaired by the Public Affairs Officer on behalf of the Ambassador and should include appropriate representatives of all important mission elements.

(2) Should avoid duplication with other exchange programs conducted by the U.S. Government or private U.S. organizations located in the host country.

(3) Nominates grant candidates and voluntary visitor candidates in accordance with the selection criteria set forth below.

10 FAM 216.6-4 Criteria for Selection

(TL:PEC-03; 03-22-2001)

Selection must be consistent with the MPP and Department guidelines. Priority should be given to influential or potentially influential decision-makers, opinion leaders and individuals of exceptional talent, achievement or promise. Nominees should have a serious purpose, a desire to learn, positive motivation, and an open mind while visiting the United States. Those who are unfriendly toward the United States should be considered only if their attitude is primarily a result of basic ignorance or misunderstanding about the United States. Someone who is critical of particular aspects of U.S. life or specific institutions and policies can be considered; but someone who, in the opinion of the Country Team, is completely hostile and closed to better understanding the United States would not be an appropriate nominee. Those who are likely to use the IV experience to reinforce or obtain greater credibility for such prejudices are especially inappropriate. Nominees should be fully briefed so that they understand that it is the objective of the IV program to expose the participants to the full range of responsible views and perspectives concerning the thematic focus of the particular program. This applies in all fields, but especially on sensitive policy issues.

(1) **Special consideration**—candidates who are articulate and willing to discuss their country and its history, culture and aspirations with U.S. citizens, as well as to those who will multiply their U.S. exposure by speaking or writing about their experiences after their return home should be given special consideration.

(2) **Citizenship**—A candidate, as a rule, must be a citizen of the country from which he or she is nominated. In exceptional cases, resident non citizens may be nominated, if their selection can be shown to contribute to the achievement of MPP objectives. A foreign national's point of origin at the time of nomination or the start of his or her professional and/or cultural exchange need not be that person's country of origin.

(3) **Personal Factors**—Candidates should be in good health, both physically and mentally, of good moral character, and without known personality characteristics which would prejudice their participation in the program. While there are no stated age limitations, candidates should be mature persons who will gain from their U.S. programs, be able to withstand the rigors of extensive travel, and be expected to remain in or advance to influential positions. They should be at the beginning or middle of their professional life to allow missions many years of contact with the returned visitor. Any exceptions to the foregoing must be reported with the nomination for the Department's consideration.

(4) **Visa Eligibility**—A candidate must be eligible for a U.S. exchange visitor visa (J-1). Agency name checks are not required unless the mission is so instructed. Prior to submitting a nomination, the mission should make a preliminary determination whether there are any grounds for ineligibility (security or other) for a U.S. visa which cannot be waived. A final determination of visa eligibility must be made by a consular officer when the visa application is submitted. If required, the approval of ECA must be obtained before action to obtain a waiver by the Attorney General under section 212 (d)(3)(A) of the Immigration and Nationality Act is initiated under normal visa procedures.

If action by the Attorney General under section 212 (d)(3)(A) of the Immigration and Nationality Act, as amended, should be required, the procedures set forth in Visa Regulations, 22 CFR 41.95 and Notes, including Appendix A (Classified), must be followed. In all such cases, the fundamental point is the suitability of the individual for a U.S. visit, irrespective of his or her eligibility for admission to the United States. Any recommendation for action by the Attorney General should be documented and submitted at the earliest possible date to the Department of State.

(5). **Previous U.S. Government Grant**—A foreign national who has visited the United States on a grant awarded by any U.S. Government agency within the past five years normally should not be nominated for a fully funded International Visitor Project. Exceptions to this rule will be made only under extraordinary circumstances, with appropriate justification. Former grantees may be nominated for partial grants or as voluntary visitors with appropriate justification.

(6) **Previous Visits to United States**—Preference will be given to persons who have not previously visited the United States. The timing, duration, and extent of any previous visit to the United States under any auspices should be taken into account by missions considering possible nominees. A foreign national who has had an extensive and varied stay in the United States should only be nominated if exceptional circumstances prevail, and with appropriate justification.

(7) **Military Personnel**—The International Visitor Program is not generally intended for foreign military personnel. In exceptional circumstances, supported by appropriate justification, grants may be issued if to do so would be in the best interest of the United States and further the objectives of the Mutual Educational and Cultural Exchange Act. Programming in the United States will be civilian in nature, as with all other IVs.

Military personnel serving in long-term civilian positions or those likely to be assigned to such positions upon completion of the IV program may be nominated, with appropriate justification. Nominations of civilian personnel serving in military assignments must also include justification. The nominating communication should explain why military funding is not available. For participants who are military officers, uniforms may not be worn during ECA/PE/V arranged meetings, including those at the Pentagon or other military establishments.

(8) **Nomination of VIPS**—The International Visitor Program is not equipped or funded to provide VIP or protocol treatment. The IV Program is also not intended for current members of government at Cabinet and sub Cabinet levels whose primary purpose for visiting the United States is the transaction of government to government business. Occasionally, particular country situations may warrant the nomination of a candidate at these levels. In such cases, full justification must be submitted at the time of nomination, along with the post's recommendation for the appropriate rate of per diem and the class of international and U.S. travel. First class travel may be recommended by the mission only if the candidate is of ministerial level and appropriate justification can be made. Additional costs for higher per diem and travel will be charged against post allocations.

10 FAM 216.6-5 Nominating Procedures

(TL:PEC-01; 10-01-1999)

a. Posts will be advised annually of submission deadlines for nominations for individual grantees and for regional and multi-regional projects. Posts are responsible for the security determination of foreign nominees. A preliminary determination of visa eligibility should be made prior to nomination.

(1) **Part I Submission**—Full and partial grantee nominations are to be submitted in two parts. Part I provides the Department with basic information needed to evaluate and approve a nomination. Nominations cannot be considered without the data required in Part I.

(2) **Part II Submission**—Once the Department has approved the nomination and the candidate has accepted, Part II should be completed and submitted to ECA/PE/V no later than five weeks prior to the program date. If possible, the participant should assist in the preparation of this data. A departure date should be proposed at the earliest possible time. However, no departure date can be fixed until the Department has received the Part II submission.

NOTE: Biographic and program information should be submitted in unclassified form to facilitate its use by program agencies and local communities. Relevant classified information should be submitted separately.

(3) **Voluntary Visitor Nominations**—Parts I and II are required to be submitted simultaneously, five to six weeks prior to the desired program date.

10 FAM 216.7 Factors Affecting Timing of Visit

10 FAM 216.7-1 Travel in Current Fiscal Year

(TL:PEC-01; 10-01-1999)

Grantees are expected to initiate travel to the United States in the same fiscal year that the grant is written. There will be no exceptions to this. If the participant cannot travel in that year, the grant will be canceled.

10 FAM 216.7-2 Attendance at Conferences

(TL:PEC-03; 03-22-2001)

a. While funds for grantee visitors cannot be used solely or primarily to fund attendance at conferences in the United States, grantees may attend conferences relating to their professional interests when these conferences are part of a larger and broader grant program.

b. Attendance at a professional conference is frequently an excellent basis for voluntary visitor nominations. ECA/PE/V/F programs may be arranged immediately before or after such conferences. However, all arrangements for attendance at the conference, including transportation, fees, etc. must be made by the visitor. Any funding provided to such voluntary visitors can only apply to the ECA/PE/V/F-organized professional programs.

10 FAM 216.7-3 Climatic and Seasonal Factors

(TL:PEC-03; 03-22-2001)

To enable visitors to meet with appropriate professional counterparts, the timing of the visit should be taken into account. Seasonal aspects of life in the United States, (e.g., academic year, legislative and court calendars, cultural and artistic activities, major holiday periods, and summer vacations) should be considered carefully in determining timing of visits.

10 FAM 216.7-4 Avoidance of Peak Travel Periods and Clustering of Travel

(TL:PEC-03; 03-22-2001)

Posts should spread visitor travel through the fiscal year and make every effort to ensure that visitors do not arrive in the United States in clusters which seriously overburden resources. Several other U.S. Government agencies have requirements for at least one month's lead time in order to accommodate visitors. The Department of Energy, the Environmental Protection Agency, the U.S. Customs Service, the Immigration and Naturalization Service, the Drug Enforcement Agency, the U.S. Coast Guard, the F.B.I. and the Post Office all require one month's notification for arranging appointments with IV. Other agencies such as the Department of Justice, the Department of Labor and NASA require a week to ten days' notice. The list of agency guidelines noted in the FAM is illustrative, not comprehensive.

10 FAM 216.7-5 Defense Related Appointments

(TL:PEC-01; 10-01-1999)

Appointments at the Department of Defense and visits to military installations require minimum advance notice of thirty days, although two months' advance notice is preferred. Posts' requests for any such programming should be slugged for information to: SECDEF WASHDC FOR OASD-PA DPCR. Posts should be as specific as possible regarding the nature of meetings desired and installations requested, establishing clearly what the visitor wishes to discuss. When feasible, messages requesting such appointments and/or visits should indicate that the requests have been cleared by the Defense Attaché's Office or the Office of Defense Cooperation.

10 FAM 216.8 Planning of Grant Projects

10 FAM 216.8-1 Approval of Grant

(TL:PEC-03; 03-22-2001)

After reviewing a nomination, ECA/PE/V will advise the post if the nomination is accepted. No commitment should be made to the candidate by the post until concurrence is obtained from the appropriate division of ECA/PE/V: ECA/PE/V/G for grantee IV, ECA/PE/V/F for voluntary visitor IV, and ECA/PE/V/P for multi-regional project IV. Upon such notification from the appropriate division, a letter of invitation from the Ambassador, or other method of invitation, as appropriate, should be sent.

10 FAM 216.8-2 Assignment to Program Agency

(TL:PEC-03; 03-22-2001)

As soon as the post indicates the time period that the grantee wishes to travel, ECA/PE/V will obtain a program date from a program agency and inform the post. During busy periods it is sometimes necessary to negotiate program dates which are acceptable to all parties. The post will receive confirmation of the program date by telegram from the ECA/PE/V program officer. In the case of an accepted voluntary visitor program, ECA/PE/V/F will assign an ECA/PE/V/F program officer. In many ECA/PE/V/F projects, a contract program officer will also be assigned to aid in the programming. Occasionally, visitors may have to be reassigned from one program agency to another, but such cases will be rare.

10 FAM 216.8-3 Assignment of Escort or Escort Interpreter

(TL:PEC-03; 03-22-2001)

As soon as a program date is established, ECA/PE/V will arrange for an English language escort officer or escort interpreter, as required.

10 FAM 216.8-4 International Travel

(TL:PEC-03; 03-22-2001)

a. **Class and Routing**—Economy class jet air transportation, by the most direct route, from the visitor's home to Washington, DC (or the city in which the program is to begin), and return by the most direct route is the usual arrangement for grantees. For grantees of Ministerial rank, first class travel can be authorized, if properly justified by the post. Voluntary Visitors are not eligible to receive funding for international airfare.

b. **Use of U.S. Carriers**—In accordance with Pub. L. 93 623, the International Air Transportation Competition Act of 1979, the "Fly America Act," U.S. government-financed air travel must be on U.S. flag carriers where available. As a practical matter, this often means that stopovers are not possible en route to or from the United States.

10 FAM 216.8-5 Travel Allowance

(TL:PEC-03; 03-22-2001)

a. **International**—A travel allowance may be disbursed to the grantee by the post, in lieu of per diem, for incidental expenses while traveling by air to the United States. A similar allowance for return travel by air is disbursed by the program agency. Voluntary Visitors are not eligible to receive travel allowance for expenses incurred during international travel.

b. **U.S. Travel**—A per diem allowance may be issued while traveling in the United States, its territories and possessions, at the rate applicable for the category of visit. From time-to-time, ECA/PE/V advises posts of approved per diem rates.

10 FAM 216.8-6 Educational and Cultural Allowance

(TL:PEC-03; 03-22-2001)

An allowance for the purchase of books and publications, films, slides, records and tapes by U.S. performers, and tickets to the theater, sports events, etc. may be provided.

10 FAM 216.8-7 Tuition and Related Expenses Allowance

(TL:PEC-03; 03-22-2001)

An allowance appropriate to a particular project, as announced by ECA/PE/V or recommended by the post, to cover tuition and/or fees for attendance at conferences, seminars, workshops and professional meetings in the United States is available for grant visitors.

10 FAM 216.8-8 Transportation in United States

(TL:PEC-03; 03-22-2001)

An allowance may be granted for transportation in the United States, its territories and possessions, which provides for economy class air transportation or equivalent alternative transportation by rail, bus, or auto, as may be required. In special circumstances, first class transportation may be authorized.

10 FAM 216.8-9 Other Travel Excluded

(TL:PEC-03; 03-22-2001)

Grant benefits do not cover side trips to Canada, Mexico, or other countries before, during or after a grant program in the United States, its territories or possessions. Any such travel must be at the expense of the grantee. Similarly, the Department cannot authorize or finance a side trip for escorts accompanying visitors.

10 FAM 216.9 Mission's Administrative Procedures

10 FAM 216.9-1 Letter of Invitation

(TL:PEC-03; 03-22-2001)

No commitment should be made to an IV nominee until the Department approves the nomination. When approval is received at the mission, a letter of invitation from the Ambassador should be sent. If the invitation is accepted, the IV should be referred to the "sponsoring" officer at the mission who will work with the responsible Department officer in assisting with arrangements for the visit.

10 FAM 216.9-2 Biographic and Program Data Sheet - Part II

(TL:PEC-03; 03-22-2001)

If the invitation is accepted, the mission should acquire a proposed travel date, and complete and submit immediately Part II of the Biographic and Program Data Sheet. If the proposed ETA is acceptable, the mission will be advised. If not, alternate arrival dates will be suggested or the nominee can be put on a wait list for the desired date.

10 FAM 216.9-3 Fiscal and Transportation Procedures for Grantees—International Transportation

(TL:PEC-03; 03-22-2001)

a. **Issuance of GTR**—The mission issues a Government Transportation Request (GTR), in strict accordance with the routing specified in the grant authorization.

b. **Procurement of Tickets**—The post procures a round trip international ticket with the GTR, including a confirmed reservation to the city in the United States where the program begins. The return passage may be reserved or left "open" if the grantee prefers, although the post should encourage the grantee to reserve and ticket the return flight before leaving home in order to make any necessary additional payments and to confront early any restrictions imposed by the "Fly America Act."

c. A grant will authorize international transportation by the most direct route from a grantee's home to Washington and return, unless special circumstances warrant other arrangements and are so specified in the grant authorization. If a grantee wishes to make a stopover or side trip en route to or from the United States, he or she will be required to bear any additional costs. The provisions of the "Fly America Act" should be discussed fully with the grantee, including an explanation of the funding implications of the Act or indirect routing.

d. The post disburses the international travel allowance just prior to the grantee's departure. If the allowance is given by check, obtained in advance from the appropriate regional finance center, the post should assist the grantee in cashing the check, so that the grantee has U.S. currency for expenses en route and immediately upon arrival in the United States.

10 FAM 216.9-4 Fiscal and Transportation Procedures for Funded Voluntary Visitors

(TL:PEC-03; 03-22-2001)

International transportation is not available to Voluntary Visitors. Any funding for Voluntary Visitors, when provided, is determined on a case-by-case basis.

10 FAM 216.9-5 Travel Documentation

(TL:PEC-03; 03-22-2001)

a. The mission must ensure that the participant's passport is valid for travel to the United States and for a period of six months beyond the beginning date of the program.

b. Form IAP-66.

c. A grantee must obtain from a U.S. Consular Officer a "J-1" Exchange Visitor Visa (section 101(a)(15)(J) of the Immigration and Nationality Act, as amended) valid for multiple entries, if possible. To obtain the visa, the grantee, with post assistance if circumstances warrant, submits the following documents for inspection or retention, as appropriate:

(1) A completed Form DS-257, Application for Non Immigrant Visa and Alien Registration;

(2) A valid passport;

(3) A passport type photograph, signed on the back; and

(4) The original Form IAP-66.

d. The international airline will provide participants with a copy of Form I-94, Immigration and Naturalization Service Arrival Departure Record (landing card), which the visitor completes. The post should advise the visitor that an INS official at the U.S. port of entry will determine and enter the authorized length of stay on Form I-94, attached to the participant's passport. The visitor should verify that the length is adequate and mention any prolongation of stay intended.

10 FAM 216.9-6 Medical Requirements

(TL:PEC-01; 10-01-1999)

Although no medical examination is required, an international visitor should be in sound physical and mental health, emotionally stable, and capable of undergoing a strenuous travel program in the United States.

10 FAM 216.9-7 Exit Formalities From Homeland

(TL:PEC-03; 03-22-2001)

Missions should ascertain that visitors have met all the exit requirements of their governments.

10 FAM 216.10 Briefing Visitors

(TL:PEC-03; 03-22-2001)

The responsible officer at the mission should ensure that the visitor is briefed on the following subjects sufficiently in advance of departure for the United States to allow time for preparation and any additional clarification.

10 FAM 216.10-1 Orientation

(TL:PEC-03; 03-22-2001)

Provide the visitor with basic information about the United States and its institutions, including background material available at post and the pre-departure orientation brochure entitled "The International Visitor Program."

10 FAM 216.10-2 Additional Points of Clarification

(TL:PEC-03; 03-22-2001)

- a. **"Non VIP" Character of the Program** Stress that the program is designed to provide informal opportunities for learning and for exchange of ideas between the visitor and U.S. citizens. Stress that VIP treatment, particularly appointments with top level officials (e.g., President, Secretary of State and cabinet members) should not be expected except in unusual cases. Emphasize that the U.S. citizens included in programs will be looking forward to a genuine dialogue on professional concerns and will be interested in learning more about the visitor's country.
- b. **Diverse Aspects of Program** Emphasize that the IV program is a people to people exchange with both substantive professional and general cultural aspects. It is designed to offer broad, diverse and representative exposure to the United States by encompassing geographic, demographic, ethnic, social, economic and political dimensions.
- c. **Punctuality** Emphasize the importance of maintaining schedules, keeping appointments, and observing the punctuality prevalent in the United States.
- d. **Advantages of Smaller Communities are as follows:**

(1) **Motivate visitors** to seek out medium and small communities as well as larger, better known cities. Emphasize the size and diversity of the United States and the need to avoid visiting too many places in the limited time available.

(2) **Benefits for International Visitors** Explain those benefits to which the visitor is entitled under the particular aspects of the program he/she is participating in—grant or voluntary visitor.

e. **Grantee Travel**

(1) International round trip economy class travel from grantee's home and return.

(2) Domestic travel between cities in the United States.

(3) The travel advance covers incidental expenses while en route to and from the United States

f. **Health and Accident Insurance**

See 10 FAM Section 240 for insurance details for grantees. Voluntary Visitors are not eligible for insurance coverage.

g. **Per Diem**—This rate allows for moderately priced hotel accommodations and meals, local transportation (taxis, buses), laundry, tips, local telephone calls and other incidental living expenses. It is not sufficient to buy gifts to take home. When possible, visitors should be encouraged to bring personal funds for purchases.

h. **Educational and Cultural Allowance**—This allowance is for the purchase of books, films and slides, as well as tickets to performances.

i. **Tuition and Related Expenses**—This reimbursement is provided, as appropriate, for tuition and registration for conferences and seminars for grantees only.

(1) **Living Costs in United States** A frank, informal discussion of living costs for travelers in the United States would be helpful. Tipping practices should be explained as well as what is meant by "Dutch treat."

(2) **Customs Duties on Gifts**

a. The mission should explain U.S. customs requirements which might impose duty on articles, including gifts brought into the United States.

b. Additionally, the mission should advise visitors to familiarize themselves with customs requirements of their own country which might delay their reentry and entail considerable personal expense.

10 FAM 216.10-3 Responsibilities of Individuals and Entities Involved in the IV Program

(TL:PEC-03; 03-22-2001)

a. The ECA/PE/V program officers have overall responsibility for development of IV programs for particular countries or themes. They function as the mission's and Department's direct representative in all matters dealing with the IV experience. Contract program agency officers have day-to-day responsibility for implementation of the program; they are, in turn, responsible to the ECA/PE/V program officer who directs their work. In some ECA/PE/VF projects, the ECA/PE/VF program officer takes on the role of a contract program agency officer.

b. Contract program agencies are not U.S. government entities, but non profit contractors with expertise in international educational and professional exchanges. Generally, an individual visitor's program will be finalized after meeting with the Department and contract agency program officers, and after they have discussed in detail the appointments and activities most appropriate for the visitor. Programs for individual visitors increasingly are pre-planned. Group project arrangements are completed in advance of participants' arrival and may include some time for individualized programming.

c. Community organizations voluntarily participate in the IV program in order to further international understanding. Local programs for visitors are arranged with people in the United States who give their time and hospitality without any remuneration or formal ties to the U.S. Government. Encourage participants to visit small and medium sized towns and to accept home hospitality, historically among the most successful elements of an IV program. Underscore the visitor's obligation to follow through with locally arranged appointments.

d. Escort

(1) If the visitor is to have an escort, indicate that escorts are professionals selected because of their knowledge of U.S. society and culture and their cross-cultural awareness and sensitivity. An escort interpreter would have those qualifications plus foreign language proficiency. The escort is not a secretary or servant, regardless of the visitor's position, but an accompanying guide whose function it is to bridge language and cultural gaps. The escort has no financial responsibility for visitor's expenses.

(2) Visitors should not be accompanied by spouses, aides or traveling companions, etc. Exceptions to this prohibition are rare and can be made only for participants who are not in group projects and provided the spouse/aides have similar professional interests, background and linguistic skills, and are willing to participate in the IV's program. Spouses cannot be considered for grants unless they meet IV selection criteria. Costs of an accompanying spouse/aide must be borne from personal funds and should be calculated based on full-fare rates. Special fare domestic U.S. airline tickets are not acceptable, since they will usually restrict the program of the international visitor.

10 FAM 216.10-4 Administrative Details

(TL:PEC-03; 03-22-2001)

a. Inform visitors that their entry into the United States will be under a visa issued for the exchange visitor program; explain limitations on the duration of their stay and their eligibility for further U.S. visas.

b. The mission should ensure that the visitor has the following documents in hand before departure:

- (1) Round trip international ticket;
- (2) Travel allowance;
- (3) Form IAP-66, passport, and J-1 visa (preferably multiple entry);
- (4) Telephone number of the appropriate reception center, if any, and the name and home telephone number of responsible reception center staff person;
- (5) Name and home telephone number of ECA/PE/V program officer;
- (6) Name, address and telephone number of Washington programming agency; and
- (7) Name, address and telephone number of the hotel in Washington or the first program site.

10 FAM 216.10-5 The Department's Responsibilities

(TL:PEC-03; 03-22-2001)

a. If a grantee arrives in the United States at a port of entry where the Department maintains a reception or "meet and greet" service, the grantee will be met by a representative who will assist with entry and customs procedures and transportation to lodgings or onward transportation. Inform the grantee that he or she must pay for taxi, limousine, or other local transportation upon arrival. Voluntary Visitors and spouses or family members of grantees are met only on an exceptional basis and only if the mission telegrams request to the appropriate ECA/PE/V program officer.

b. Most grantees will be met upon initial arrival in Washington, DC, by an escort officer interpreter under contract by the Department or the Washington International Center, part of Meridian International Center, a private, non profit group which assists the Department in meeting visitors. The visitor will be escorted to his or her hotel or other lodging, and furnished with introductory material and instructions regarding appointments. The grantee will also be assisted with entry and customs procedures if entering the United States at Washington, DC. Many grantees fluent in English and with broad travel experience are not met at the airport.

c. The following explanations are of Logistical aspects

(1) See 10 FAM 240 for insurance details. Health and Accident Insurance is not available for participants in the Voluntary Visitor Program.

(2) The Department cannot insure lost or stolen cash or items of value belonging to a visitor. Visitors should be advised not to carry large amounts of cash or valuables. Urge them to deposit cash and valuables in hotel safes. A lost per diem check can be replaced, but repayment cannot be made for lost cash. Urge visitors to purchase traveler's checks.

(3) The Department cannot insure a participant against loss of baggage. While in transit, a visitor should carry all valuable papers, cameras, etc. when practicable, and should not check them on public conveyances. Baggage should be clearly labeled with the visitor's full name and home address.

(4) Visitors should be advised to purchase traveler's checks rather than carry large sums of money while traveling. They should be told to expect almost universal acceptance of traveler's checks by hotels, stores, restaurants and ticket centers for air and rail transport.

d. The program agency responsible for the IV's U.S. program will handle the visitor's mail, so the mission should provide each visitor with the complete name, address, and fax number of his or her program agency. Mail, telegrams and faxes sent to the visitor should be addressed as follows:

- (1) Name of Visitor;
- (2) Name of programming agency; and
- (3) Address of programming agency.

e. All mail should be sent by air, and articles of value should be insured, if possible. The program agency or Voluntary Visitors Division will forward mail promptly to the visitor.

f. Program agencies are not responsible for receiving and forwarding the visitors' e-mails.

g. Visitors should be advised regarding clothing required for the season. National dress often is useful for certain occasions. Dry cleaning and laundry services should be explained, as well as the advantages of drip dry clothing. Military personnel should be informed that they cannot wear uniforms while on the IV program.

h. The Department usually discourages international visitors from driving automobiles or other vehicles while in the United States, since it cannot assume responsibility for claims, charges or litigation which might arise from automobile accidents or traffic violations involving international visitors or escorts. Escorts are under no obligation to drive visitors whom they accompany.

(1) Any visitor who plans to drive while in the United States must purchase adequate insurance against accidents. Program agencies will advise interested visitors further on this subject.

(2) A visitor who plans to drive in the United States should be appropriately briefed on differences in driving practices in the United States, e.g., the right hand rule of the road, variances in regulations, and conventional signs. A driver's license issued by most foreign countries is valid in the United States for personal vehicles and rented cars, but an International Driver's license, available through automobile associations in most countries, is very convenient.

10 FAM 216.10-6 Public Appearances

(TL:PEC-03; 03-22-2001)

a. Visitors may address selected audiences in the United States as a part of their professional experience. If a visitor plans to bring slides or a short film, the post should advise the ECA/PE/V program officer in advance of the visitor's arrival. Program agencies will endeavor to arrange limited opportunities for appearances or presentations, but posts should avoid giving assurance to that effect, unless firm plans are known.

b. While not encouraged, a visitor may arrange privately for a professional remunerative lecture or other appearance upon the approval of the ECA/PE/V program officer. Visitors should be told such appointments must not interfere with the planned program and that resulting remuneration is subject to U.S. Federal income tax.

10 FAM 216.11 Pre Departure Arrangements

10 FAM 216.11-1 Entry into United States

(TL:PEC-03; 03-22-2001)

a. A embassy officer should ensure that the visitor has the documents and data listed in 10 FAM 350 in his or her possession and should explain the procedures the visitor will encounter upon arrival in the United States.

b. All persons entering the United States are subject to inspection by the following Federal officials:

(1) Public Health; and

(2) Immigration and Naturalization—concerning passport, Form IAP-66 and Form IA-94.

c. All baggage and parcels are subject to inspection unless free entry customs courtesies have been requested before the grantee's arrival. The Department will request free entry only if the visitor's status and/or rank justify

10 FAM 216.11-2 Programming

(TL:PEC-03; 03-22-2001)

a. With rare exception, grantee programs begin in Washington, DC. No commitment should be made to a grantee for programming before arrival in Washington, unless the Department has agreed to a pre-planned program. Most voluntary visitor programs are pre-planned, and may not include Washington.

b. Notify the Department in advance of any grantee desiring a serious professional program while en route to Washington. The mission must send detailed information, and coordinate through the ECA/PE/V program officer.

10 FAM 216.11-3 Farewell Entertainment

(TL:PEC-03; 03-22-2001)

If possible, an officer of the mission may wish to officially entertain a visitor before departure for the United States. The same may be appropriate upon return.

10 FAM 216.11-4 Local Pre Departure Publicity

(TL:PEC-03; 03-22-2001)

With sensitivity to local customs and political situations, the mission may arrange local pre departure or post return publicity.

10 FAM 216.11-5 Departure of Grantee

(TL:PEC-03; 03-22-2001)

An officer or officers at the mission may wish to accompany the visitor to the airport or to meet the visitor upon return. In some countries, local customs may place a high value upon such airport meetings.

10 FAM 216.12 Programming in United States

10 FAM 216.12-1 Reception

(TL:PEC-03; 03-22-2001)

a. Grantees arriving at a port of entry where a reception or “meet and greet” service is provided will be met, in most instances, if sufficient advance notice is given. Escorts will guide the visitors to their next flight, or arrange transportation into the city.

b. Most grantees being programmed by an agency in Washington, DC will be met upon arrival by an escort or interpreter or the Washington International Center. Ground transportation to his and/or her hotel will be arranged and data provided on scheduled appointments for the first program day.

c. The responsible ECA/PE/V program officer takes part in the initial program session, sometimes escorting the grantee from her/his hotel to the program appointment.

10 FAM 216.12-2 Escort Services

(TL:PEC-03; 03-22-2001)

a. **Escort Interpreter.** An escort interpreter normally meets the visitor or group in Washington, D.C. The escort interpreter's main responsibility is to provide language interpretation service when required, to facilitate the visitor's contacts with people, and otherwise assist in achieving program objectives. The escort interpreter serves in an official capacity on such occasions and also oversees travel arrangements, ensures reservations and is responsible for explaining and maintaining daily schedules. Sightseeing trips and social functions are frequently an integral part of the program. The visitor should be advised to avoid becoming overly dependent upon the escort interpreter. The interpreter is not expected to defray any of the visitor's expenses, nor should the visitor pay any of the interpreter's expenses.

b. The English language escort officer (ELEO) performs the same tasks, but without language interpretation. Sightseeing trips and social functions are frequently an integral part of the program.

10 FAM 216.13 Financial Procedures

(TL:PEC-03; 03-22-2001)

The program agency to which a project is assigned makes the following disbursement from program funds which were transferred to it under contractual agreement with the Department:

(1) **Per Diem.** The program agency issues the per diem checks to each IV receiving a per diem in advance, for maintenance expenses. If the program should begin before the visitor arrives in Washington, the program agency will either send the initial per diem check to the visitor's first stop in the United States or reimburse the visitor upon arrival in Washington.

(2) **Tuition and Fees.** If a tuition and related expenses allowance is authorized in a grant, the program agency will make payment directly to the institution concerned.

(3) **Educational and Cultural Allowance.** At the beginning of the visit, the grantee receives from the program agency the standard amount. Reductions are made for advance ticket purchases to cultural events the visitor is scheduled to attend. If an allowance in excess of the standard amount is appropriate to a specific project, a higher amount can be authorized.

(4) **U.S. Domestic Transportation.** A small portion of the funds authorized under a grant for domestic transportation are transferred to the program agency to purchase non air transportation and to reimburse the grantee for the costs of transportation to and from airports and any other inter city travel expense advanced by the visitor. In order to be reimbursed, the grantee or escort interpreter must submit to the program agency an itemized account of such expenditures. Air travel is purchased by government GTR.

(5) **Accommodation Arrangements:**

(a) **Hotels.** The program agency, reception center, or local volunteer group makes a confirmed reservation for the visitor at a moderately priced hotel, at each stop on the itinerary, unless a home stay or other accommodation has been arranged. Each visitor has a private room, separate from the escort. Members of groups may have private rooms or share accommodations, depending upon the availability of accommodations and individual preferences.

(b) **Home Stays.** If the visitor concurs, the program agency can arrange through local sponsors, one or more short home stays in either urban or rural areas to provide a more intimate view of family life in the United States.

10 FAM 217 THROUGH 219 UNASSIGNED